



# 2020-2021 Student Handbook

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## **Introduction**

In creating this handbook, administrators have used suggestions from staff, parents, and students in compiling this handbook. It is our belief that input from various sources is extremely significant when developing policies that concern school regulations for the proper educational environment; thus, we encourage your involvement in this process.

To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of School Trustees publishes this updated handbook annually to explain student's rights, responsibilities, and consequences for misbehavior.

This handbook is for you, the students of Forest Park Jr. Sr. High School. Many questions may be answered by a careful reading of its pages. Do not expect to find guidelines and rules for all situations. Many times during the school year, decisions must be made about incidents, which are not covered in this book. Your administrators will make these decisions in a fair manner.

If you have any questions, please call. This handbook is adopted and approved annually by the Board of School Trustees.

## **Mission Statement**

Forest Park Jr. Sr. High School challenges all students to reach their full potential, prepares them for successful futures, and does so in a safe, caring, and respectful environment. It is "A Place Where Everybody is Somebody."

## **Forest Park Jr. /Sr. High Philosophy**

The philosophy of Forest Park Jr. /Sr. High School is to focus on the academic, physical, social, and emotional development of all students. We believe the school, in conjunction with the family and community, should provide students a positive environment in which to learn, grow and instill into each student the idea that learning is a life-long process.

## **Equal Education Opportunity**

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the SCHOOL or any staff person had discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer, Superintendent, 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532.

## **Guidelines for Good Citizenship**

Citizenship is an important lesson gained from one's educational experience. While it does not appear as a subject, it underlies the whole educational structure. Students should maintain self-discipline not only during school hours, but also in the hours prior and when going home from school.

Every student is expected to comply with the rules of the school, to obey all the directions of the principal and/or the teacher, to be diligent in study, to be respectful of teachers, to be kind and considerate of schoolmates, and to keep lockers, desks, and rental materials clean and neat. In brief, every student is expected to practice self-discipline and to do what is right.

Every staff member has the authority to discipline and correct any student in the school, and at functions affiliated with the school. The staff is directly responsible for the discipline of students during school and school-related activities. Direct disobedience of a teacher's request is absolutely unacceptable. If any student feels a request is unreasonable, he/she may later appeal to the principal.

## **Graduation Policy**

In order to graduate from Forest Park Jr. Sr. High School, all students must earn a minimum of 40 credits. A credit is granted in a class for successful completion of one semester's work while receiving a semester average grade of D- or better.

Forest Park Jr. Sr. High School makes available to all students four other types of diplomas: advanced, advanced scholar, core 40 and Indiana Academic Honors. Specific guidelines for these are given to each student by the counseling staff when scheduling for the next year occurs. These diplomas will be presented at graduation exercises to any student who meets the necessary requirements that have been established for each diploma.

The valedictorian and salutatorian awards will be chosen based on the GPA after the 7<sup>th</sup> semester. The seventh semester is the fall semester of the student's senior year. **Contact the guidance department for more detailed information on graduation.**

## **Protection and Privacy of Student Records**

The Corporation maintains many student records including both directory information and confidential information that may include student test scores. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all 'directory information' upon written notification to the school. Students and parents have the right to review and receive copies of all educational records. The Indiana General Assembly requires public high schools to provide access to high school

campuses and to “student directory information” for official recruiting representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard, and to the service academies. If

- (1) a high school student; or
- (2) the parent of a high school student;

submits a signed, written request to a high school at the end of the student's sophomore year that indicates the student or the parent of the student does not want the student's directory information to be provided to official recruiting representatives. Under subsection (a), the high school may not provide access to the student's directory information to an official recruiting representative.

The State of Indiana has issued to each student an identification number (STN). This number is used to identify students across the state. This number will be listed on any document generated from our student management software, Harmony. Harmony houses all student educational records.

### **Grading and Report Cards**

The following letter grades and point values will be used

- |                   |                   |                   |
|-------------------|-------------------|-------------------|
| A,A+ = 4.0 points | B- = 2.667 points | D+ = 1.333 points |
| A- = 3.667 points | C+ = 2.333 points | D = 1.0 points    |
| B+ = 3.333 points | C = 2.0 points    | D- = .667 points  |
| B = 3.0 points    | C- = 1.667 points | F = 0 points      |

Forest Park has adopted the following standard grading scale.

Higher than 100% A+

.9200 – 100 A	.8000 - .8199 B-	.6800 - .6999 D+
.9000 - .9199 A-	.7800 - .7999 C+	.6200 - .6799 D
.8800 - .8999 B+	.7200 - .7799 C	.6000 - .6199 D-
.8200 - .8799 B	.7000 - .7199 C-	.599 or below F

All teachers are instructed to establish their goals and objectives of the course and to make clear all assessments and assessment practices that will be used in their grading system.

All coursework in which a student earns credit will be applied toward the fulfillment of a student's graduation requirement and will be utilized in calculating a student's final GPA.

### **Grading Periods**

Forest Park Jr. Sr. High School will issue formal student grades at the end of each nine weeks of educational programming. Harmony allows parents to have instant access to student grades. It is important that parents set up an account through Harmony to receive the most up-to-date information on student progress. At the end of each grading period, report card cards will go 'live'

approximately one week from the ending date of each nine-week grading period. Parents and students should access finalized grades for that grading period.

End of Grading Period

- October 9th
- December 18th
- March 12th
- May 28nd

**BELL SCHEDULE**

Period 1	8:00 - 8:45	
Period 2	8:50 - 9:35	
Period 3	9:40 - 10:25	
Period 4	10:30 - 11:15	
Period 4 Study	11:20 - 12:05	
Period 5		
JH Lunch 11:15-11:45	Class 11:50-12:35	HR 12:40-1:25
A Lunch	12:05-12:35	Class 12:40-1:25
B Lunch	Class 12:10-12:55	Lunch 12:55-1:25
Period 6	1:30 - 2:15	
Period 7	2:20 - 3:05	

**Honor Roll**

Students who earn a 3.5 or higher report GPA will be on the Honor Roll. All courses are counted when calculating the Honor Roll.

**Incompletes on Report Cards**

If a student fails to complete the required work of the course for the grading period or semester, he/she will receive an ‘I’ (incomplete) grade. The student must then meet with the teacher and make arrangements to complete all work required for that course. If the student fails to do so, the incomplete grade becomes an ‘F’, and the student receives no credit.

Two weeks from the day grades are issued, all incomplete work must be completed. Teachers may allow additional time but are not required to do so. Circumstances affecting the incomplete grade and teacher’s judgment will determine how much time is given for completion of the work.

**Withdrawal from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student’s driver’s license. The student also may not be able to obtain an employment certificate needed to obtain a job.

## **Transfers out of the School Corporation**

If a student plans to transfer from Forest Park, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school district. Parents are encouraged to contact the guidance office for specific details.

## **Student Fees**

Southeast Dubois County Schools charge specific fees for activities and courses. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school building or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. Balances owed with no response by parent / guardian will force the Southeast Dubois County School Corporation to take action to collect funds by means of our collection agency, small claims court, or any other legal method deemed necessary.

## **Building Hours and Visitors**

The building will be open by 7:40 am. Students are expected to report to designated grade level areas until the first bell rings at 7:55 a.m. Once the first bell rings, students can proceed to their locker and first period class. First period classes begin at 8:00 a.m. An approved adult, chaperone, or sponsor must supervise any student or group of students in the building after 3:05 pm. Without proper supervision, students are prohibited from occupying the building after hours. Direct supervision from a coach, school official, or sponsor is required.

Students are to leave school property no later than ten minutes (10) after the final bell has rung. As specified previously, no student is to be on school property after dismissal unless he/she is under direct supervision.

Visitors are required to register with the office before visiting with staff and/or students. Visitors should be prepared to provide appropriate identification if requested, this would include driver's license or other identifiable credentials. Students, graduates, or dropouts of other schools are prohibited from visiting during the regular school day. Exceptions can be made if there is a mutual agreement with the administration of the visiting student and a prior appointment was made. All visitors must receive approval and must register at the office.

## **Closed Campus**

Forest Park Jr. Sr. High School is a closed campus. Students may not leave the school campus during the official school day. Exceptions are for coursework that must occur off campus.

## **Late Arrivals**

Any student who arrives at school after the regular starting time must report to the main office for an admittance slip and must sign the school register. The

admittance slip will be marked excused or unexcused according to the reason for the lateness. A student will be allowed only one unexcused tardy.

2<sup>nd</sup> unexcused = 1 detention

3<sup>rd</sup> unexcused = 2 detentions

4<sup>th</sup> unexcused = After School Detention

Frequent truancy to school could result in elevated disciplinary measures that are not limited to the loss of credit for missed assignments, ISS, or other disciplinary practices deemed necessary by administration. Being punctual to school and/or class is a critical component of student academic and vocational success. Therefore, students are expected to arrive at school on time.

## **Attendance**

### **EXCUSED and UNEXCUSED ABSENCES**

An absence will be considered EXCUSED if any of the following criteria are met:

1. The student has authorization in writing from a licensed person in the legal or medical profession. Documentation should be submitted to the office no later than the second day after returning to school.
2. Death in the immediate family.
3. Special situation as determined by the Principal or his/her designee.
  - a. A special excused absence may be granted in a few cases for an absence other than the aforementioned reasons. The principal, prior to the absence, must approve this absence.
  - b. Students going on trips will be excused only if the student will be absent no more than (5) five school days and the student will be accompanied on the trip by a parent or legal guardian.
4. Any absence that is excused per Indiana Code 20-33-2.
5. A parent phone call or signed note by the parent excusing the absence; limit 10 parent call-ins or parent notes per school year. Any absence after that must be covered by numbers 1, 2, 3, or 4 listed above, or will be considered an unexcused absence.
  - If the school does not receive a call from a parent or guardian notifying them of the student's absence, a phone call may be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student will be given an excused absence.
  - Once a student is reported as a habitual truant, all future absences must be certified by a legal or medical professional.

An UNEXCUSED absence is any absence not covered by numbers 1, 2, 3, 4, or 5 above. Students will not receive full credit on the days of unexcused absences.

**Unexcused absences will not reset after the first semester.**

- Students who violate the attendance policy will be reported to the Dubois County Juvenile Probation officer as a habitual truant.
- Students who accumulate 7 unexcused absences for the entire school year will be referred to the Dubois County Project Attend.
  - This is a program designed to reduce absenteeism through one or more informal meetings between parents, school officials, court officials, and other interested parties while also reducing the necessity for further formal Court filings, investigations, criminal or delinquency charges, and/or further household and school environment disruption due to school absences.
- After 10 unexcused absences in a semester, credit may be withheld for the semester.

### **Tardies**

Students are expected to arrive at their assigned classes on time. Those students who fail to arrive on time shall receive a penalty determined by the teacher. Students who are habitually tardy shall be referred to the office for disciplinary measures.

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are a part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent consent. Students who violate school rules may lose the privilege to go on field trips. Students should be passing all classes in order to participate in field trips.

### **Illness or Injury during School**

All injuries must be reported to a teacher or the office. The office will follow the school's emergency procedures and attempt to make contact with the student's parents. With the exception of an emergency, students will be admitted to the nurse's office only if they have a pass signed by the teacher. When the nurse is not available, the student should report to the principal's office.

A student who is too ill to report to class or remain in class should report to the nurse's office immediately. It is not acceptable to remain in the restroom or any other area while ill. Before leaving school due to illness or injury, a student must sign out in the office.

### **Homework Assignments during Absences**

In order to maximize the educational benefits of the educational programs at Forest Park Jr.-Sr. High School, all students must stay abreast of all work assigned to them. During an absence, it is important the student accepts the responsibility of getting his/her assignments. We recommend on the days of

absence the student make arrangements with his or her teacher to obtain missed work. This could include making arrangements for another student to pick up missed assignments, or requesting that assignments be gathered and be made available for pick in the office at the end of the school day. In the case of an excused absence, work must be satisfactorily made up in order to get academic credit for the work missed.

## **Student Well Being**

Student safety is the responsibility of all students and staff. All staff members should be familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he or she must notify any staff person immediately. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **Immunizations**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current. Every child who enters grade 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.

## **Use of Medication**

If a child is required to be administered oral medication during school hours, the school nurse will administer the medication in compliance with the following regulations:

1. Written consent signed by a parent and written instructions by a physician including student's name, name of medication, time to be administered, dosage and termination date for administering the medication.
2. The parents of the child must assume responsibility for informing the school of any change in medication.

The school retains the discretion to reject requests for administration of medicine. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

## **Control of Communicable Diseases**

Because school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's

professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or a highly transient pest, such as lice. Specific diseases include: *coronavirus*, flu, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be limited to the contagious period as specified in the schools administrative guidelines.

### **Emergency Closings and Delays**

If school must be closed or the opening delayed because of inclement weather or other conditions, using the school messenger notification system, radio and TV stations.

### **Counselors**

The major task of the guidance department is to help each student reach the appropriate educational goals within his/her ability and interests. Students are encouraged to maintain close contact with their counselors in connection with their academic progress and with any personal problems that may affect their school life.

In order to be dismissed from class to meet with a counselor, a student must stop by the counselor's office and obtain a pass. Students should provide the pass to their teacher, prior to leaving class to meet with a counselor. If a student is unable to stop by the counseling office, the student can email their counselor to arrange a meeting or reach out to their teacher to assist with contacting the counselor. Annual conferences will be scheduled with each student for academic counseling. It is important the student be aware of requirements for graduation and for admission requirements of post secondary institutions. Your counselor will aid you in making choices to meet those requirements.

### **Schedule Changes**

After student scheduling has been developed for the year, schedule changes will be kept to a minimum. A student who finds it necessary to change his/her schedule should make an appointment with the counselor to make the necessary changes. No schedule changes will be made once school begins. Exceptions may be made when principals and counselors determine changes are necessary for the betterment of the student's academic program or to achieve balanced classes.

### **Special Education**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages parents to be active participants. To inquire about the procedure, a parent should contact the Dubois Perry Spencer Special Education Cooperative at 482-6661.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the building principal.

### **Lockers**

Each student will be provided a locker for books and school supplies. This locker has a built-in combination lock for the protection of the student's property. The combination should not be given to anyone else to insure the safety and security of the contents of the locker. Students are prohibited from jamming their lockers with objects preventing the locker from working properly.

A locker that is defaced or damaged by a student will result in the student or his/her parent or guardian paying for the damage. If a locker combination does not work properly, notify the office immediately.

All lockers are property of the school corporation. The school corporation retains the right to inspect the locker and its contents to insure the locker is being used in accordance with its intended purposes, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, such as, but not limited, to weapons, illegal drugs, alcohol, or tobacco.

Students should place backpacks in their locker throughout the day, unless exemptions have been granted by administration. Students are prohibited from carrying backpacks throughout the school day; unless approved otherwise by administration. Do not leave money or valuables in your locker/backpack at any time. Lockers are not safes, and valuables left inside them tend to invite vandalism or theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. If valuables must be brought to school, bring them to the office for placement within the school vault.

## **Passes**

No student is to be out of his/her assigned area without his/her agenda book. Teachers, the office, or the guidance office will use the signed agenda book as a pass. All passes are for the area designated and don't give the student clearance to be in any area not covered by the pass. Students misusing passes will lose all pass privileges.

## **Clubs**

The high school and junior high staff sponsor a number of clubs. Every effort will be made this year to form new clubs that will be educationally beneficial to those that wish to participate. The principal must approve all clubs and all must follow the rules and guidelines as set forth by the school and school corporation.

## **Student Council**

The Student Council is charged with the responsibility to guide and represent the student body, to improve student conditions, and to improve the student-faculty relationship. They are also charged with the responsibility to encourage and guide wholesome student activities.

Representatives of the Student Council are selected annually by each class. The faculty, administration, and staff look forward to working with the Student Council to improve the quality of the total school program.

## **Prom and Winter Ball**

Forest Park has a Junior-Senior Prom each spring. The prom is a formal occasion that is restricted to Juniors and Seniors in High School. Exemptions can be applied for a date from a school other than Forest Park as long as they would be a junior in high school and they are not older than 20 years of age. If you wish to have your date considered for this exemption you must complete a prom permission slip, which can be picked up in the office. Winter Ball is a formal occasion hosted for high school students in grades 9-12 each winter. Students are expected to abide by the same rules as prom with the exception of dates not having to be a junior in high school. The dress code policies for each event are specified in Appendix C of the student handbook.

## **Rules for Class Elections**

1. Students seeking an office or those being nominated must present their names along with the signatures of 5 other class members and 2 staff members in order to campaign for the office and have their name placed on the ballot.
2. All placements of posters for the campaign must be within the respective class hallways, and all posters must be approved by a class sponsor, principal, or assistant principal before being posted.

3. Elections will be held as scheduled by student council officers and sponsors.
4. Elections will be by secret ballot and will be conducted during English classes.
5. The student that receives the majority of votes will be declared the winner for the office.
6. The newly elected officers will assume their responsibilities of office immediately after the election.
7. Elections of Student Council representatives will take place under the same rules as for class officers at a later date. Students should write a response to the statement, "Why should I be selected to be part of the student council?"
8. Student council members will be required to meet the expectations set forth by student council..

### **Dress and Grooming**

Appropriate dress and personal grooming will be required of each student as a vital part of maintaining the proper educational environment. Grooming or styles of attire that detract from an appropriate educational environment are NOT acceptable.

The building administration shall determine what is appropriate and may send a student home to correct inappropriate dress or grooming. Students can be suspended from school for violating the dress code.

#### GUIDELINES

Students in their dress and grooming must recognize the necessity for health, safety, cleanliness, and modesty at all times. Specific guidelines that will apply to everyday dress and grooming include but are not limited to the following:

1. Dress shorts/skirts may be worn provided the short length extends to 3" above the knee. Cycle shorts (lycra) or exercise tights are not considered appropriate wear.
2. Costumes, garments, or anything that detracts from the educational process may not be worn to school. Hats, bandanas, gang affiliated headbands, or sunglasses may not be worn in the school building.
3. Students shall wear all items of clothing in the following manner:
  - ✓ Shirts and blouses shall be buttoned properly.
  - ✓ Pants and shorts must be worn at waist level (no sagging) and shall have proper belting to hold them at the waist position. Leggings or jeggings, etc. may be worn with a cover garment that extends to mid thigh.
  - ✓ Jeans with holes 3 inches above the knee should not be worn at school, unless material is placed underneath the

holes to avoid the visibility of skin.

4. The wearing of any apparel that has writing, printing, symbols, or graphics that is judged to be offensive, immoral, vulgar, lewd or suggestive and/or implies sex, drugs, alcohol, tobacco, violence, or other subjects disruptive to the normal school environment are prohibited.
5. All shirts, blouses, and dresses must have capped sleeves and cover the upper chest, midriff area, and back.
6. Shoes must be worn at all times. Shoes should be appropriate for the school environment and not distract from educational experience (free from wheels, no excessive heel or accessories, e.t.).
7. The display of any object, symbol, or clothing that could reasonably be considered gang-related is prohibited.
8. Heavy outer coats and hats must be placed in lockers upon entering the school and remain there during the day. If warmth is a personal problem without a coat, the student should address his/her problem by wearing a sweater or sweatshirt.
9. Only pierced ears are allowed. Other piercings will not be allowed. However, a small clear spacer or stud will be allowed to maintain the original holes.

Dress and personal grooming are important in all stages of life. Determination of distractive grooming will be at the discretion of school administrators. Students who violate the dress code policy will be asked to change. If the student isn't in possession of alternate clothing, the student will be referred to the Guidance Department to access the clothing bank. The student may also be provided with the opportunity to call his or her legal guardian or parent from the office to request that clothing be brought to school for them.

### **School Bus Regulations**

Bus transportation is provided for each student living in the Southeast Dubois County School Corporation. Riding a bus is a PRIVILEGE, not a right. Students may be removed from the bus for acting inappropriately while riding a bus. All school rules apply to students while waiting for the bus, while aboard the bus, and immediately after leaving the bus. While on the bus, students are to conduct themselves properly at all times. Any student who becomes a discipline problem or jeopardizes the safety of others may be assigned a permanent seat by the driver, sent to the principal for discipline, or have his/her bus riding privileges withdrawn. Each bus driver may have his or her own specific rules, but here are a few general guidelines for bus conduct:

1. Upon entering the bus, proceed to your seat and be seated. Remain seated during the bus route.
2. No windows or doors should be opened or closed except by permission

- of the driver.
3. Teasing, scuffling, tripping, or any type of disruptive behavior shall not be tolerated.
  4. Loud, boisterous, or inappropriate language shall not be used and will not be tolerated.
  5. Students are to go directly into the building upon arrival at school.
  6. Students are prohibited from using or being in possession of vaping devices and products, tobacco, illegal drugs or alcohol, and/or weapons. Any student found in possession of these items will be subjected to discipline sanctions and penalties specified in the school's drug and alcohol policies.

When buses are used for field trips, athletic trips, or any other types of extra-curricular outings, it is the responsibility of the students and sponsor or coach to see that the general bus rules are followed, and the bus is clean upon return from the trip. Students and parents will be held financially responsible for any vandalism to buses.

### **Student Automobiles**

It should be noted that driving to school is a pRIVILEGE extended to students who hold a valid Indiana driver's license. All students who drive motor vehicles to school must obey the following rules:

1. Each student must register the vehicle and pay the student parking fee. If a student is unable to pay the parking fee, it is the responsibility of the student to speak with the school principal.
2. Cadets must sign out in the office before their cadet period.
3. Speeding or careless driving to or from school will not be permitted. A student who violates this rule may have his/her parking privileges revoked for a specified period of time to be determined by school administration. It should be noted, if reckless driving is observed by the School Resource Officer (SRO), the student runs the risk of receiving a traffic violation ticket.
4. Students are to leave their cars immediately upon arriving at school. Sitting in cars at any time during the school day will not be permitted. Students are prohibited from going to their vehicles during school hours, unless permission has been granted from a principal or school SRO.

Students who violate the above regulations are subject to losing their driving privileges. Once on school property, a car/truck may be searched by school officials or law enforcement officers if reasons to suspect contraband, drugs, alcohol, weapons, or stolen property are present.

## **Parking**

Options for student parking:

- In the west lot across the street from the teacher lot.
- In the east lot by the tennis courts.
- Along Vienna Drive but only on the east side of the road.

**Parking on the west side of Vienna drive is reserved for faculty.**

- Parking on the south side of school is reserved for students arriving from cadet and other off campus courses.
- Parking is not allowed in the band practice lot.
- Student parking is not allowed by the agriculture building or the superintendent's lot.

Any student using street parking can NOT leave until after all other traffic has cleared the area. If you are unwilling to wait you must use lot parking.

## **School Accident Insurance**

The school does not provide accident insurance for its students. However, the school makes available a student accident insurance program. The program can provide the student with accident protection from the time he/she leaves for school in the morning until he/she returns home in the evening. Another program provides a 24-hour policy of protection for the entire year. These programs are available at the expense of the student, and enrollment must be at the beginning of each school year.

## **Cafeteria**

The school operates a cafeteria in which each student may secure a nutritious lunch each school day. The cost of lunch is \$2.40 a day. All students have an individual lunch account and are encouraged to keep a balance by paying weekly or monthly in advance. Students can pay lunch account balances by bringing a check to the office or by logging into their Harmony account.

Students are expected to manage themselves in an appropriate manner. Students who become disruptive or violate appropriate student conduct during lunch are at risk of disciplinary sanctions and losing cafeteria privileges.

After a student has finished eating, they are expected to discard all trash in proper containers, and place trays at the disposal window. Students who fail to follow proper cleanup procedures may lose normal cafeteria privileges or may be assigned to clean-up duty during lunchtime or after school.

During lunch and after the student has finished eating, the student is expected to remain in the cafeteria. Students are prohibited from going to their lockers unless permission has been given from the teacher on duty. Students who fail to follow proper conduct are at risk of disciplinary sanctions.

It should be noted that Forest Park operates as a CLOSED CAMPUS; and

students are prohibited from leaving campus for lunch. Therefore, students are prohibited from ordering food for delivery to the school or using school hours to purchase fast food lunch options. Fountain drinks or other unsecured beverages are prohibited during school hours. Students can carry clear bottles or thermal containers for water consumption throughout the day.

## **Food Service - Meals, Accounts, Charges, & Collections**

The Southeast Dubois County Food and Nutrition Services Program has an essential role in the lives and education process of their students by providing them with a foundation for healthy living and learning, as well as helping to teach them the value of good nutrition. Through an annual agreement with the Indiana State Department of Education, the Southeast Dubois County Corporation participates in the National School Breakfast and School Lunch Program, and accepts the responsibility for adhering to the federal and state guidelines and regulations of the program. This program makes healthy and nutritious meals available to students daily at an affordable price. All meals are provided in accordance with the National School Breakfast and Lunch Program USDA Menu Planning Guidelines. It is the responsibility of each students' parents to provide daily meals for their child(ren). The parents / guardians may do this in one of the following ways:

1. Sending or supplying food from home.
2. Keeping money in their child(ren)'s meal account at ALL times, in order for the Food and Nutrition Services Program to supply a meal for their child(ren).
3. Submit a "Household Application for Free and Reduced Price School Meals" EACH school year, (ONE application per household) with ALL the required information.
4. Directly qualify for free meals through authorization from the State of Indiana Social Service Department.

The Southeast Dubois County School Corporation Food and Nutrition Services Program does not receive General Fund Support, it operates as a self-supporting, cost effective business within the district. The Food and Nutrition Services Program relies solely on money received from students and adults for meals, a la carte items as well as some government reimbursement for each school breakfast and lunch meal purchased; therefore unpaid charges place a financial strain on the Food and Nutrition Services Program.

Meal charging is strongly discouraged by the Southeast Dubois County School Corporation. However, the Corporation understands that an occasional emergency may occur requiring the student to charge their meal. It is requested, that this convenience be exercised as infrequently as possible; and NOT be used as a payment practice. Parents or guardians shall be notified of any negative balance and asked for prompt or immediate payment. Weekly, School Messenger notifications

are sent out to parents when their child(ren)'s meal account balance reaches \$ - 5.00. As mentioned earlier, parents or guardians may access their Harmony "Family Access Account" online to check meal account balances. Parents or guardians may also set an alert via Harmony "Family Access" Notification Profile so they are sent an email reminder when the meal account balance reaches a specified level of their choice.

The Food and Nutrition Services Program is kept strong by the on-going effort of parents or guardians to their child(ren)'s meal accounts paid in full at ALL times. In being financially secure, the Food and Nutrition Services Program is able to make sure that students have access to the healthy food they need to focus in the classroom.

The Indiana Department of Education and the Southeast Dubois County School Corporation recognizes that the School District is under no legal obligation to serve children with insufficient meal account funds to those students who do not have the necessary forms completed and approved to receive free or reduced meal benefits, nor to allow those students to charge meals; however the National School Breakfast and Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. Charge limits are a courtesy provided by the Southeast Dubois County School Corporation. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

All meal purchases are to be prepaid before meal service begins. This may be done by depositing a check or cash in students' meal accounts.

A student with a meal account balance of less than zero dollars is expected to bring meals from home until their meal account balance can be replenished. The Food and Nutrition Services Program may provide an alternate meal in extreme cases. Parents or guardians will be charged for the alternate meal(s) provided.

**ALL STUDENTS** – Students may charge up to 3 meals. Charging is only permitted for meals; NOT a la carte items.

**A LA CARTE ITEMS:** A la carte or snack items are not part of the National School Breakfast or Lunch Program; therefore the cost to purchase these items is not covered by either a Free or Reduced lunch benefit. All a la carte purchase transactions will be either on a cash basis or prepaid, and can not be charged.

If there is non-payment after the charge limit is reached, or if steps have not been taken to apply to assistance / meal benefits, or if the parent or guardian has not contacted their child(ren)'s school to make payment arrangements, the child(ren)'s meal privileges may be stopped.

At the first of May the Food and Nutrition Services Program must begin to close the books for the school year. As a result, all meals must be prepaid for the month of

May. All meal accounts must be settled at the end of the school year. Accounts not settled will carry over into their meal account for the next school year. All financial obligations must be met (including payment of any outstanding meal account balance) prior to graduation.

The Southeast Dubois County School Corporation recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Food and Nutrition Services Program will make every reasonable effort to notify or remind families of the need for a meal account payment. However, it is our opinion that it is ultimately the responsibility of the parents / guardians to monitor their child(ren)'s meal account balances and to send money on a regular basis to ensure their child(ren)'s capability to purchase meals through the Food and Nutrition Services Program.

Balances Owed with no response by parent or guardian will force the Southeast Dubois County School Corporation to take action to collect unpaid meal account funds by means of our collection agency, small claims court, or any other legal method deemed necessary.

### **Cell phones and Electronic Devices**

Possession of a cell phone or other electronic communication devices is a privilege. Cell phones may be used only before school, during lunch (in the cafeteria), and after school. Cell phones may be used during the day, per teacher discretion for academic purposes only. At all other times throughout the day, cell phones must remain out of sight. Cell phones should be placed in a secured location in one's locker or vehicle, pencil pouch, or other location where it cannot be seen. Should a student need to make a phone call, he/she should report to the front office to use the school phone.

The following are consequences for abuse of the above expectation:

1st offense - Teacher warning and document in Harmony.

2nd offense - Cell phone sent to the office; student picks up at the end of the day.

3rd offense - Cell phone sent to the office; student picks up at the end of the day; student detention assigned.

Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, text messaging, recording or videotaping will result in confiscation of the phone; further consequences may include suspension, expulsion, and possible police referral. Disciplinary actions will depend on the severity of the misuse. This includes students who record and post videos of physical altercations between students at school. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device may also result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school. As conditions may warrant, administration will

determine what is considered permissible and/or prohibited uses of student cell phones.

## **Chromebook Agreement**

Students in grades 7-12 will be issued Google Chromebooks for use in school and at home. A document is provided to students and their parents/guardians with information on how to properly care for their Chromebooks, how to complete assignments using the device, and guidelines for being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and Responsible Use

### OWNERSHIP of the CHROMEBOOK

Forest Park and/or Southeast Dubois Co School Corporation retain sole right of possession of the Chromebook. The Chromebooks are RENTED to the students for educational purposes for the academic year. Moreover, Forest Park administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### RESPONSIBILITY for the CHROMEBOOK

*Students are solely responsible for the Chromebooks issued to them and must adhere to the following:*

- Comply with the Responsible Use Policy and all policies of the school corporation when using their Chromebooks,
- Bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action,
- Treat their device with care and never leave it in an unsecured location.
- Keep their device in a protective case when traveling,
- Promptly report any problems with their Chromebook to tech support. When seeking I.T. support, students are prohibited from removing or interfering with the serial number and other identification,
- Refrain from removing or changing the physical structure of the Chromebook, including the keys, screen cover or plastic casing,
- Avoid installing or running any operating system on the Chromebook other than the Chrome operating system supported by the school; and
- Keep the device clean using the approved computer screen cleaners.

### RESPONSIBILITY for ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

### SPARE EQUIPMENT and LENDING

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. Loaner devices will be available to students that have issues with the hardware or software of the device.

### WARRANTY and INSURANCE

The school will repair or replace damaged equipment resulting from normal use or accidental damage. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$275.00 replacement cost to purchase a new device. The school is offering parents the option to purchase an additional repair plan for the Chromebooks to help minimize the cost of repairs to parents.

### DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1. RESPECT YOURSELF. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.

2. PROTECT YOURSELF. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. RESPECT OTHERS. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect

for other people in my choice of websites. I will not abuse my rights of access and I will not abuse other people's private spaces or areas.

4. PROTECT OTHERS. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. RESPECT INTELLECTUAL PROPERTY. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. PROTECT INTELLECTUAL PROPERTY. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Students who fail to comply with proper cell phone and electronic device policies are at risk of disciplinary interventions that range from detention, suspension, financial responsibility of replacing the device, the loss of device privilege, and expulsion if deemed appropriate by administration.

## **Appendix A**

### **Rights, Responsibilities, Regulations Concerning Behavior of Students**

Forest Park must maintain an environment, which permits an orderly and efficient operation of the school. This environment is created through consideration of others and self-discipline. Individuals cannot allow their action to infringe upon the rights of others as they seek to express themselves. This responsibility falls to a combined effort of students, parents, teachers, administrators, and our community, which establishes the value system we accept. The regulations for the management of school behavior are outlined by the Board of Education of Southeast Dubois Schools. The board has set policies and has appointed administrators to carry them out.

The Southeast Dubois County School Corporation's disciplinary policy provides that a breach of discipline may result in verbal reprimand, referral to special personnel in the school, referral to probation officers or police, parent conferences, specialized counseling at students' expense, suspension, expulsion, assigned additional work, rearranging class schedules, detention requiring attendance after school hours, Saturday School, restriction of extracurricular activities, isolated seating, or denial of participation in the graduation ceremony.

## **Detention**

A student may be assigned to detention for minor disciplinary infractions. This detention may be served at lunch or after-school depending on the number of detentions received during the semester. If a student is assigned to after-school detention, it is his/her responsibility to make arrangements for transportation home. Continued disciplinary problems will result in a parent conference and/or suspension or expulsion.

## **Saturday School**

Students can be assigned to Saturday School for violations of school rules. The school meets from 8:00 am to 11:30 am. When students are assigned to Saturday School, they will be given a form that requires a parent signature. Failure to attend or being removed for disciplinary reasons will result in an OUT OF SCHOOL suspension. Repeat violators may be expelled from school.

## **Disciplinary Suspensions**

Any principal may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the principal or designee has made an investigation thereof and has determined that such suspension is necessary to prevent interference with an educational function or school purpose. However, the hearing examiner may suspend the student until the date of the expulsion hearing if the hearing examiner determines that this suspension is necessary under the law. No suspension may be made without affording the student an opportunity for an informal hearing.

The principal or designee may suspend students for specified periods of time or until such time as arrangements for a hearing can be made with the Superintendent of schools or Board of Education. Suspensions will be reported to the Superintendent of schools. In case of suspension, which encompasses a longer duration of time, the superintendent will advise the parents of the status of the situation.

Should it be deemed necessary to suspend a student out of school, the days missed will be counted as unexcused, and the student will receive no credit for all daily work missed during the suspension. After the second out-of-school suspension, the student's Driver's License or Learner's Permit might be invalidated through the Department of Motor Vehicles for 120 days. Should it be deemed necessary to suspend within school (IN-School), the student will receive credit for all daily work that is completed during suspension.

## **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this

meeting the student will be entitled to:

- a. A written or oral statement of the charges.
  - b. If the student denies the charges, a summary of the evidence against the student will be presented.
  - c. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
  3. Following the suspension, the parents or guardians of the suspended students will be notified in writing. The notification will include the dates for the suspension; it will describe the student's misconduct, and the action taken by the principal.

## **Expulsion**

When a principal or designee recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent or designee may conduct an expulsion meeting or may appoint one of the following person/persons to conduct the expulsion meeting; a legal counsel or another administrator who did not expel the student and was not involved in the events giving rise to this expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by the student or the student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent(s) or guardian(s).

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the board must be made in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting

and the arguments of the school administration and the student and/or the student's parent(s) or guardian(s). The board will then take any action deemed appropriate.

## **Student Discipline Policy**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20.8 1-5-15, the Board of Education authorizes administrators and staff members to take the following actions:

1. **REMOVAL from CLASS or ACTIVITY (teacher):** A teacher has the right to remove a student(s) from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another setting.
2. **SUSPENSION from SCHOOL (principal or assistant) –** A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days at one time.
3. **EXPULSION –** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester or for 365 days as in accordance of the Gun Safety Law.

## **Drugs and Alcohol**

Except as set forth in the Oral Medication Policy, it is in violation of the disciplinary code of Forest Park to:

1. Use, possess or provide to another person any substance which is or contains any of the following (but not limited to) tobacco/vaping cartridges, alcohol, marijuana, stimulant, intoxicant, depressant, hallucinogen, prescription, over-the-counter medication (without a prescription), or any substance represented by the provider to be a substance (look-alike) on school grounds at anytime or at any school-sponsored activity at any location, including the school bus.
2. Use, possess, or provide any person anything used or designed to be used primarily for the storage, possession, delivery, or consumption of tobacco (including vaping devices), alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, prescription medicines, whether on school premises at anytime, or at any school-sponsored activity at any location including the school bus. Examples of things that are not to be possessed or provided to another person include vaping supplies, pills of any kind, pipes, rolling papers, clips, or lighters/matches.

Under the influence shall mean that the student has the presence of an illegal

substance or residue of an illegal substance due to consumption, injection, or prior use within body systems; and the substance alters the individual's normal behavior or the individual tests positive for the presence of an illegal substance(s) beyond a level of zero.

## **Smoking/Possession of Tobacco Products**

In order to encourage students to develop good health habits, Forest Park has adopted a SMOKE FREE building policy. As mentioned previously, no one is allowed to use or be in possession of any tobacco products or electronic cigarettes/vaping devices or supplies on school grounds, on buses, or at related activities of the school. It is unlawful for anyone under eighteen years of age to possess, purchase, or use any type of tobacco product. Also, students are not to carry any lighters, matches, or related articles to school at any time. Any tobacco product or related articles will be confiscated and not returned.

### **Consequences**

Students who are younger than 18 years of age who purchase, accept, or possess tobacco products, which includes vaping supplies, commits a Class C Infraction and will be referred to the Corporation's SRO. The SRO will determine if the infraction warrants a ticket. If a ticket is issued, it is the student or student's legal guardians' financial responsibility to make payment arrangements through Dubois County's Clerk's Office. Students found in possession of alcohol or other illegal substances will also be referred to the Corporation's SRO to determine legal consequences. Parents will be notified and asked to attend a meeting to discuss legal consequences.

In addition to legal consequences issued, the student will receive a suspension or expulsion deemed appropriate by the administration; along with the enforcement of the consequences involving extracurricular activities. The consequences under Appendix B Drug Testing Program will apply toward any student possessing or using alcohol or drugs including tobacco.

## **Harassment, Threats, and Bullying**

All verbal threats made with a direct intent to inflict personal harm to an individual will be considered as a real threat to the personal safety of the student or other students, and the school administration will file immediate charges against the individual responsible for making the threat with proper legal authorities.

Bullying is defined in the act as "overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

The rule applies

- when the student is on school grounds before, during, or after school hours,
- at any other time when the school is being used by a school group,
- off school grounds at a school activity, function, or event,
- when traveling to or from school or a school activity, function, or event, and
- when using the property or equipment provided by the school.

Forest Park will take seriously any act fitting these criteria. Discipline will include in-school suspensions, out-of-school suspensions, or expulsion. Final disciplinary action will be determined by the severity of the infraction. In addition to disciplinary consequences, the student could be referred to the Guidance Department for support.

## **Sexual Harassment Policy**

### **Sexual Harassment and/or Sexual Violence**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex (gender) in educational programs and activities. All public schools receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The Southeast Dubois County School Corporation does not tolerate sexual harassment or sexual violence in any form. Contact a teacher, counselor, assistant principal, or principal if you believe you have been the victim of sexual harassment or sexual violence. You may also contact the superintendent's office at 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532. The School Corporation has identified Elaine Kreilein, Home School Advisor as the School Corporation's Title IX coordinator who will be responsible for ensuring that the Corporation complies with and carries out its responsibilities under Title IX, including investigation of complaints alleging noncompliance with Title IX. The Title IX coordinator is located at Cedar Crest Intermediate School at 4770 S State Rd. 162; Huntingburg, IN 47542 and may be reached at 812-634-2006.

The School will respond promptly and effectively to all complaints of sexual harassment and/or sexual violence. Even if the complainant does not want the school to take any action, an investigation will take place to determine what occurred and then take appropriate steps to resolve the situation. The investigation will be initiated within one (1) business day of a report and will ordinarily be completed within thirty (30) calendar days. A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and

equitably.

The School will follow normal disciplinary procedures which include listening to and documenting the complainant's cause, impartially investigating the incident, allowing for questions and additional information as necessary; taking disciplinary action where appropriate; notification of the outcome of the complaint, and notification that both parties may file an appeal (if applicable). Disciplinary action under the sexual harassment policy may include but not be limited to suspension and expulsion for students and termination for employees. Students or employees who retaliate against individuals who report sexual harassment will also be promptly disciplined. The School will determine the outcome by a preponderance of the evidence standard.

If you want to learn more about your rights, or if you believe that a school is violating Federal Law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at:

<http://www2.ed.gov/about/offices/list/oct.complaintintro.html>

## **Grounds for Suspension and Expulsion**

So that you may be informed properly as to your responsibilities and rights concerning school suspension and expulsion, the following summary is provided for you and your parents. The following are examples of, but not limited to, types of STUDENT MISCONDUCT or SUBSTANTIAL DISOBEDIENCE that are grounds for expulsion or suspension and subject to the procedural provision of this chapter:

- (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - Setting fire to or substantially damaging any school building or property.
  - Firing, displaying, or threatening the use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property.

- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
  - Truancy from school.
  - Engaging in sexual activity.
- (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property of any value (SCHOOL here means any school building within the corporation or any school building a student causes or attempts to damage).
  - (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
  - (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  - (5) Threatening or intimidating any student for any purpose or with the intent of obtaining money or anything of value from the student.
  - (6) Using, possessing, or transmitting a knife or any other object that can reasonably be considered a weapon.
  - (7) Using, possessing, handling or transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, tobacco/vaping supplies, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision (see Drugs and Alcohol).
  - (8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  - (9) Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  - (10) Engaging in any activity forbidden by the laws of the state of Indiana that constitutes an interference with school purpose or an educational function.
  - (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law, including but not limited to:
    - Engaging in sexual activity on school property;
    - Disobedience of administrative authority;
    - Willful absence, tardiness, or truancy;
    - Possessing, using, or transmitting any substance which is represented to be or looks like a controlled substance, alcoholic beverage, or stimulant of any kind;

- Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing (phenylpropanolamine PBA), or stimulants of any kind.
- (12) Repeatedly using on school grounds during school hours an electronic device or cell phone in a situation not related to a school purpose or educational function.
- (13) Possession of a firearm. No student shall possess, handle, or transmit any firearm or deadly weapon on school property. The following devices are considered to be a firearm as defined in Section 921 f Title 18 of the United States Code:
- (a) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
  - (b) The frame or receiver of any weapon described above.
  - (c) Any firearm muffler or firearm silencer.
  - (d) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - (e) Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch diameter.
  - (f) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a student is expelled for violating any of this section, the superintendent shall notify the county prosecuting attorney's office for further investigation and action.

- (14) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter:

- (a) If the student's immediate removal is necessary to restore order or to protect persons on school property. This includes conduct off school property if the student's presence in school would constitute an interruption of the educational function.
- (b) If the student's legal settlement is not in the attendance area of

the excluding corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. Exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision.

Another school corporation, which is asserted to be the student's legal settlement if known and any governmental entity which is asserted is obligated to pay transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education, which shall determine the question of exclusion, and the school corporation in which the student is entitled to attend school in accord with the procedures set out in the law.

### **Other Disciplinary Actions**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- (1) Is a habitual truant under IC 20-5. 1-3-17.2.
- (2) Is under at least second suspension from school for the school year under IC 20-8.1-5-9
- (3) Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC20-8.1-5.1-9.
- (4) Has withdrawn from school for a reason other than financial hardship.

At least five days before holding an exit interview under IC20-8.1-3-17(b)(2), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parents, or the student's guardian of the following information required for reinstatement –Revalidation of license or permit.

- (a) If a person is less than eighteen years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
  - (1)The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.1.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:

(1) That the person's driving privileges will be invalidated for a specific period commencing five (5) days after the date of notice.

(2) That the person has the right to appeal the invalidation of a license or permit. School administrators will give students a full copy of the procedures for an appeal if required.

## **Non-Discrimination Statement**

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

## **APPENDIX B**

### **Drug Testing Program**

#### **Introduction**

This policy will not affect the policies, practices, or rights of the School Corporation in dealing with tobacco/drug/alcohol handling, possession or use where reasonable suspicion is obtained by means other than random sampling provided herein. Southeast Dubois County School Corporation also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug/alcohol usage to permit testing or deny testing to a student

and follow current practices as outlined in the Due Process Procedures in the Student Handbook.

This policy and program are intended for extracurricular/co-curricular students and students who plan to park on school grounds.

Southeast Dubois County School Corporation (SEDCSC) prohibits the use, possession, concealment, handling, or distribution of any drug or drug paraphernalia at any time on school property, or at any school-related events. It further establishes a drug-free zone within 1000 feet of any school property used by the corporation for educational purposes. The program is sponsored by the Substance Abuse Council of Dubois County.

### **Purpose**

The extracurricular/co-curricular students and those who park on the school property of Forest Park Jr. Sr. High School serves as an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in the programs of the school, but the opportunity for such participation is not an absolute right. Rather, it's a privilege offered to students who meet both the scholastic and physical conditions of eligibility. Students involved in activities need to be exemplary in the eyes of the community and other students.

The testing program serves several purposes:

1. Intended as an integral component of the overall physical and mental educational program of Forest Park Jr. Sr. H.S.
2. Intended as a medical diagnostic aid in disclosing possible drug-related problems and providing opportunities for early interdiction.
3. To prevent students from participating in activities and from parking on school property while they have drug residues in their body. This policy applies to all students and/or volunteers of Forest Park Jr. Sr. High School who wish to participate in extracurricular/co-curricular activities and to students who park on school property.

### **Consent Form**

Each student shall be provided with the consent form, which must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to practice or participate in an extracurricular/co-curricular activity or to park on school property. By signing the consent form, the student agrees to provide at any time requested a urine sample to be tested for drugs, alcohol, and tobacco. The custodial parent(s) or guardian(s) also gives consent for their child to provide the urine sample by signing the form.

In addition to those students who choose to participate in extracurricular/co-curricular activities or to park on school property, the school

will also test any student who VOLUNTEERS to participate in the drug testing program as well as students under the age of 18 whose parents wish to have them included in the drug testing program. Such parents must provide the school with written consent for participation. Once consent is given for testing, it shall be in effect for the remainder of the student's tenure at Forest Park Jr. Sr. High School or until the consenting parents or guardians withdraw their child from the program in writing.

### **Financial Responsibility**

The Southeast Dubois County School Corporation will pay for all initial random drug tests. A request to appeal the results will be at the student or his/her guardian's expense. The expense will be the actual cost of the retesting of the original specimen. The appeal will only pertain to the retesting of the original specimen. All appeals must be made within 48 hours of the notification, either to the student or his/her guardian, of the positive test.

### **Testing Procedures**

Each student will be assigned a number, and the principal or assistant principal will maintain one cross-referenced list of names and numbers. The selection of students to be tested will be done RANDOMLY on Monday through Friday throughout the school year. The drug testing company will do the selection of students. They will call or fax the numbers selected, and the nurse or administrator will cross reference the numbers selected to the master list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given a glass of water or soft drink. If by the end of two hours the student still cannot produce a specimen, the student will be treated as if the test was given and the results were 'positive' for alcohol/drugs. If it is suspected that tampering or cheating has occurred during the collection, the student will become ineligible for the extracurricular activities or parking on school property for the remainder of the school year.

When students' test results are complete, the laboratory will report to the nurse or administrator the results of each test by the identification numbers on the samples. The specific test results of any test shall not be made known to anyone other than the student, the student's parent(s) or guardian(s), the principal and/or assistant principal/nurse. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated above. The coach, sponsor, and athletic director will be notified of any suspension resulting from a 'positive' test.

If the results of the test are 'positive', that is, if they show drug/alcohol/tobacco residue, the principal will advise the student and the student's parent(s) or guardian(s). At notification either by phone call, letter, or personal contact, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in

determining whether a positive test can be satisfactorily explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal will also notify the student of any consequences based on the policies/procedures as outlined in this program.

Once a student who was found to have a positive urine test through provisions of the policy, or has been arrested by law enforcement, a ‘follow-up’ test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred. If a second ‘positive’ result is obtained from the ‘follow-up’ test or any later test of that student, the said student will be subject to the terms of “second consequence” level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student’s ability to maintain an alcohol/drug-free lifestyle. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment and guarantee specimens, and supervise the chain-of-custody.

### **Included Activities**

Parking on school property, all athletics, Destination Imagination, Academic Clubs, Spell Bowl Teams, Beta, NaHoSo, Key Club, FCCLA, FFA, FCA, Student Council, Band and Color Guard, Class Officers, Prom Board, SADD, All-Stars, Spirit Club, Recycling Club, Fitness, Renaissance, Intramural Sports, Dance, Queens Court and/or Escorts, any club/sport/activity as deemed by the principal started after the writing of this policy.

### **Consequences**

The occurrences listed below are cumulative over the student’s four years of high school at Forest Park. Students who are caught using (valid police report or arrest) or having a positive test for drugs, including tobacco, or alcohol will be suspended from participation in extracurricular/co-curricular activities, and/or parking on school property according to the following guidelines. For each offense the parents and/or guardian along with the participant’s coach/sponsor will be notified. The term athletes, refers to any individual participating in a Forest Park sanctioned sport or bowling, swimming, cheerleading, dance, band, and color guard.

### **Penalty: Substance Use/Alcohol**

#### **First Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one third of the scheduled context dates, meetings or activities. Parking privileges will be suspended for all students for 1 week..

#### **Second Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic

performances for one calendar year. Parking privileges will be suspended for 3 weeks for all students.

### **Third Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic performances for the remainder of their high school career. Parking privileges will be suspended for the remainder of the academic semester for all students.

### **Penalty: Tobacco/Vaping**

#### **First Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one contest, event, or meeting. Students could be subjected to the tobacco/vaping disciplinary sanctions.

#### **Second Offense**

Students participating in extra curricular/co-curricular activities and athletics will be removed from one third of the scheduled context dates, meeting or activities. Students could be subjected to the tobacco/vaping disciplinary sanctions.

#### **Third Offense**

Students participating in extra curricular/co-curricular activities and athletics will be suspended from all events, activities, competitions, or athletic performances for one calendar year. Students could be subjected to the tobacco/vaping disciplinary sanctions.

## **APPENDIX C**

### **Prom and Winter Ball Dress Code and Code of Conduct**

#### **Why do we have a Dress Code?**

The Forest Park Administration wants students to make good choices. Prom and Winter Ball should be fun and memorable experiences. Administration wants everyone to feel comfortable, safe, and exhibit Ranger PRIDE. With modesty and safety in mind, the following dress code guidelines will be enforced at Forest Park High School Formal activities. Failure to adhere to the dress code standards will prevent your participation in the event.

#### **Prom Dress Code**

##### **Female:**

1. Dresses may not be cut below the bust line. Excessive cleavage is not allowed.
2. The dress may be backless as long as it is not cut below

the navel.

3. Midriffs are allowed but should not exceed a 2-inch gap.
4. Dresses must not have a slit that exceeds mid-thigh (fingertip length).
5. No temporary pinning or taping will be allowed as an alteration for a dress. Alterations made to dresses to satisfy dress code requirements should change the design of the dress so that the dress remains appropriate for the duration of the dance (temporarily altering the dress to gain entry into the dance is unacceptable).
6. Dress length must be mid-thigh (approximately 5" inches above the middle of the knee both in the front and the back).
7. Sheer (see-through) dresses are not allowed.

#### **Male:**

1. Shorts or athletic attire is unacceptable.
2. Formal suits or tuxedos are required along with a necktie or bowtie.
3. Dress shoes or boots are required.
4. No hats are allowed.
5. Canes are prohibited.
6. Shirts should be buttoned up to the second button from the collar.
7. Pants should fit properly on the hip and not sag below the waistline.

#### **Winter Ball Dress Code**

##### **Female:**

- 1..Dresses may not be cut below the bust line. Excessive cleavage is not allowed.
- 2.The dress may be backless as long as it is not cut below the navel.
3. Midriffs are not allowed.
4. Dresses must not have a slit that exceeds mid-thigh (fingertip length).
5. No temporary pinning or taping will be allowed as an alteration for a dress. Alterations made to dresses to satisfy dress code requirements should change the design of the dress so that the dress

remains appropriate for the duration of the dance (temporarily altering the dress to gain entry into the dance is unacceptable).

6. Dress length must be mid-thigh (approximately 5" inches above the middle of the knee both in the front and the back).

7. Sheer (see-through) dresses are not allowed.

**Male:**

1. Shorts or athletic attire is unacceptable.

2. Polo or buttoned-up shirts are required.

3. Pants should fit properly on the hip and not sag below the waistline

4. No hats are allowed.

As you begin shopping for a dress/outfit, please keep the following guidelines in mind. If you have specific questions about the dress code, please speak with the administration for clarification.